City of Tempe P. O. Box 5002 31 East Fifth Street Tempe, AZ 85280 480-350-8200 www.tempe.gov



Public Works Department Engineering Division

INSURANCE REQUIREMENTS FOR RIGHT-OF-WAY PERMITS (Effective 07/01/2011)

A permit for work in the City of Tempe public right-of-way shall not be issued until a valid Certificate of Insurance is on file with the City of Tempe Engineering Division, and the permit applicant has a valid, appropriate Arizona contractor's license, as follows:

- 1. The City of Tempe will confirm with the Arizona State Registrar that the permit applicant has a valid, current, appropriate Arizona contractor's license.
- 2. A valid Certificate of Insurance meeting the following requirements shall be submitted to the City of Tempe, Engineering Division, at the address listed below, or faxed to 480-350-8591.

Any Certificate of Insurance that is not in compliance with the requirements below will be returned to the submitter for revision until the requirements are met.

• Certificate Holder shall be: City of Tempe

Attn: Engineering Division

P.O. Box 5002 Tempe, AZ 85280

- City of Tempe, its officers, agents, employees and volunteers shall be named as Additional
 Insured for General Liability, Automobile Liability, and Excess Liability if used to reach required
 limits. The policy shall be endorsed to reflect the additional insured status for the City of
 Tempe. A copy of the endorsement is required with the certificate.
- Commercial General Liability combined single limit shall be at least \$1,000,000 per occurrence with a \$2,000,000 aggregate.
- Automobile Liability combined single limit shall be at least \$1,000,000 per occurrence.
- Workers' Compensation coverage for the contractor's employees shall meet the Arizona Statutory requirements.
- The Contractor shall provide the City notice with a letter stating that they will give no less than (30) days advance written notice of cancellation, termination or material change to the limits of the policy, with the allowance of a ten (10) day notice for non-payment of premium. See the "Contractor Provided Insurance Cancellation Letter Requirements" form for clarification.
- "Binders" are not acceptable. A Certificate of Insurance is only acceptable when a policy number is noted.

If you have any questions regarding these requirements, please contact the Engineering Division at (480) 350-8592 or 480-858-2140.